



Notice of Funding Availability,  
Program Guidelines and  
Request for Proposals

*For The*

Community Development Block Grant &  
HOME Investment Partnerships Programs

Due Date: March 8, 2021

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## I. Program Overview

### Notice of Funding Availability and Request for Proposal (NOFA/RFP):

#### A. Community Development Block Grant (CDBG)

The City of Alameda invites applications for CDBG Non-Housing Community Development activities. Specifically, these guidelines focus on public service programs, economic development programs, and capital improvement programs, which are further described on page 3. Non-Housing Public Service ("Public Service") and Non-Housing Economic Development ("Economic Development") program applications were awarded on a two-year funding cycle and FY 2021-22 will be the second year of the funding cycle. The CDBG funding available under this NOFA/RFP is strictly for Non-Housing Capital Improvement ("Capital Improvement") programs. Section VIII provides the NOFA schedule for public participation and the NOFA/RFP funding approval process.

Until HUD announces CDBG funding allocations, the total amount of funds to be available will not be known. The approximate amounts available will be adjusted once the final allocations from HUD are determined and any program income from the previous year is ascertained and reprogrammed.

<b>Non-Housing Community Development Funding Category</b>	<b>Approximate Amount Available Annually*</b>
Public Service Programs	\$ 200,000
Economic Development / Micro-Enterprise	\$ 100,000
Capital Improvement Projects	\$ TBD (applications accepted on an ongoing basis)

**\*The approximate amount available is pending the HUD final appropriation for FY 2021-22.**

#### B. HOME Investment Partnerships Program (HOME)

The City of Alameda is one of eight jurisdictional members of the Alameda County HOME Consortium (HOME Consortium) which makes it possible for participating jurisdictions to receive HOME funding from HUD. The HOME Program will fund the affordable housing development activities.

<b>Affordable Housing Development Funding Category</b>	<b>Approximate Amount Available*</b>
Housing Development	\$250,000

**\*The approximate amount available is pending the HUD final appropriation for FY 2021-22.**

### C. Basic Applicant Requirements:

- Applicant must be an eligible public agency or qualified 501(c)(3) or (c)(4) non-profit organization.
- All applicants must submit a certified financial audit of their organization including any management letters for the most recent audit year.
- Non-profit organizations must submit evidence of current nonprofit status and an up-to-date roster of its Board of Directors.
- Housing Development activities will require development experience.

## II. **Funding Priorities**

The FY 2020-25 Priority Needs for the City of Alameda's CDBG/HOME Program are determined through a series of public community meetings and were adopted in accordance with regulations established by the Department of Housing and Urban Development (HUD). The Priority Needs guide CDBG/HOME funding priorities when evaluating proposals to this NOFA.

### **Priority: Affordable Housing\***

- Increase the availability of affordable rental housing for extremely low (30% AMI), very low (50% AMI), and low (80% AMI) income households in a range of sizes.
- Preserve and rehabilitate existing affordable rental and ownership for households at or below 80 percent of the area median income (AMI).
- Promote fair housing enforcement and outreach with a goal of reducing housing discrimination.
- Assist low and moderate income first time homebuyers.

### **Priority: Homelessness\***

- Prevent homelessness and other housing crises.
- Increase housing opportunities for homeless and extremely low-income households.
- Deliver supportive services to promote stability and independence.
- Measure success and report outcomes.

### **Priority: Other Special Needs\***

- Increase the availability of service-enriched housing for persons with special needs.

### **Priority: Non-Housing Community Development\***

Public Services – No proposals accepted for FYI 2021-22.

Economic Development – No proposals accepted for FYI 2021-22.

#### Public Facilities and Infrastructure

- Improve public facilities and improvements, including transportation, that serve low-income clients and neighborhoods and persons with disabilities.
- Improve accessibility, health and safety.
- Reduce blight by removing hazardous structures.

### **III. Eligible Activities**

Programs and projects considered for funding must meet all of the following requirements:

- ✓ Be an eligible activity under CDBG/ HOME funding regulations;
- ✓ Qualify for funding on the basis of benefiting low- and moderate-income persons; and
- ✓ Meet one of the City of Alameda's Priority Needs described above in Section II.

Listed below are specific eligible activities which may be carried out with CDBG/ HOME funds. While this list is not complete, it provides a spectrum of the more typical activities that receive funding:

#### Community Development Block Grants:

##### *Economic Development and Micro-Enterprise*

- A qualified Community Based Development Organization (CBDO) may carry out activities such as neighborhood revitalization, community economic development, or energy conservation
- Business assistance loans
- Support and development of micro-enterprise resulting in the retention or creation of permanent jobs.

#### HOME Investment Partnerships Program

- Housing Rehabilitation
- New Construction
- Acquisition
- Site Improvements
- Demolition
- Relocation

## IV. Qualifying Criteria

In order to qualify for CDBG/ HOME funding, all eligible activities must principally benefit low- and moderate-income persons. An activity will be considered to principally benefit low- and moderate-income persons if it meets one or more of the following:

- 100% Low-Income Benefit which is 80% of AMI and below (Public Services): The activity has an income eligibility requirement that limits the benefits exclusively to very low- and low-income persons. Public service programs requesting CDBG funds to support operating costs must demonstrate 100% benefit to very low- and low-income households. (Refer to Section IX for income limits)
- Presumed Benefit Population: The activity would benefit one or more of the following groups, presumed to be low- or very low-income under CDBG/ HOME regulations: abused children, battered spouses, the elderly, adult persons with disabilities, the homeless, illiterate persons, and/or migrant farm workers. Removal of architectural barriers would fall under this category of Presumed Benefit. Please refer to [www.hud.gov](http://www.hud.gov) for additional clarification.
- Job Creation/Retention for Low-Income Population: The activity is designed to create or retain permanent jobs, a majority of which employ or shall employ very low- and low-income persons.

HOME-Housing Development activities must additionally meet the following requirements to qualify for funds:

- **Funds cannot be used to cover administrative costs**
- All recipients of funds must be in compliance with HOME Rules – 24 CFR Part 92
- Applicants who have previously received HOME or other federal funds must be able to demonstrate successful performance, including timely expenditure and regulatory compliance.
- HOME-Required Match of no less than 25 cents for each dollar of HOME funds and HOME Affordability Covenant
- Construction/Permanent Financing MUST be committed and/or already closed
- HOME projects must be completed within four years of execution of a HOME contract
- HOME-assisted rental units must be occupied by income-eligible households within 18 months of project completion
- Federal Labor Requirements
- Hazardous Materials/Lead Mitigation Requirements
- Federal Accessibility Requirements

## **V. Funding Requirements**

### **A. Religious Organizations**

Funds provided under this NOFA cannot be used for religious activities. However, HUD will allow faith-based organizations to access funds for programs meeting City funding priorities described above without having to form secular affiliates.

### **B. Program/Project Schedule**

When preparing the program schedule, it is important to factor in sufficient time allowances for various administrative procedures. These include City staff preparation of the HUD-required Environmental Review under the National Environmental Policy Act (NEPA), consultation under the National Historic Preservation Act (NHPA) and negotiation and execution of the funding agreement between your agency/organization and the City.

### **C. Environmental Review Process**

Federal regulations require local jurisdictions to prepare a NEPA Environmental Review (ER) for every activity funded with federal funds. For complex projects, including most capital improvement projects, this review may take approximately 6-16 weeks. If environmentally significant conditions are found and/or mitigation measures are required, the time to complete the environmental review process will be extended.

For capital improvement projects involving any physical activity, this process can be time consuming and expensive. The cost of preparation of the NEPA ER will be charged to your project and netted out of the amount allocated to your project. This will include public notices and additional studies needed to document ER compliance. The City will incur these costs, with the actual total cost of the ER reimbursed to the City Housing Division from your allocation. Please include a project budget line item for ER.

### **D. Sub-recipient Agreement**

Required agreement between sub-recipient and the City of Alameda: If you have been awarded CDBG/ HOME funds for your activity, you must not commit or obligate these funds in any way before an agreement between your agency/organization and the City has been executed. If you commit or obligate the funds before the agreement is executed, the City will not be able to reimburse you for the program costs. When planning your project schedule, please allow four weeks to three months for preparation and execution of the agreement. The City funding agreement with the service providers will be performance-based.

### **E. Demographic Data on Project/ Program Beneficiaries**

If your project is funded, you will be required to provide City staff with a certain amount of demographic data depending on your particular type of project. The HUD-required data may include: client household income, client racial/ethnic background, and head of household information. The City will provide you with

required reporting forms. File documentation is required as back-up to quarterly reports. The City also requires that the service provider verify the income of clients served, and that such information be reported on a quarterly basis.

In addition, if your project qualifies for funding under CDBG criteria limiting benefit to low-income individuals, you will be required to verify your clients' incomes by obtaining employment verification, and/or benefits income verification, and/or tax returns, or client self-certification.

F. Funding on Reimbursement Basis

The City has a strict policy of not providing funding advances before program costs are incurred and paid. Reimbursement is made only upon complete documentation of performance of program goals or completion and payment of incurred costs for capital improvement projects. Public Service sub-recipients should submit no more than one-fourth of the total amount funded on a quarterly basis.

G. Financial Audits

Program applicants are required to submit a copy of the most recent certified financial audit prepared by an independent CPA firm, including any management letters. Annual submission of financial audit reports will also be required during the term of the financing or funding agreement. If your agency has expended \$750,000 or more of federal funds from any source in any one year, the audit should include a "single audit" and be in compliance with Uniform Guidance 2 CFR Part 200, depending on if your entity is a nonprofit organization or public agency. If project applicants have not expended \$750,000 or more of federal funds from any source in any one year, they must attach a certification attesting to this fact.

H. Background of Nonprofit Organizations

All nonprofit organizations applying for funds must meet the following requirements:

1. Governing Body - Governing body of the organization should be vested in a responsible and active voluntary board which meets at least quarterly and establishes and enforces policy. The governing body should be large enough and so structured to be representative of the community it serves.
2. Personnel - The organization must provide for adequate administration of the program to ensure delivery of services. At a minimum, one person should be designated the full time director of the organization.
3. Staffing of Public Service Programs - Agencies requesting funds for public service programs are encouraged to have staffing at all levels of responsibility that reflect the racial/ethnic composition of population served. It is highly desirable that the agency staff also possess the appropriate bi-cultural and bi-lingual capabilities.

I. Designated Person to Execute Documents



Once a nonprofit agency has been approved for funding, the City must know who has been authorized by the nonprofit's governing body to execute all necessary documents related to the funding.

## **VI. Evaluation Criteria: CDBG Capital Improvements & HOME Housing Development**

Applications will be reviewed by staff against priorities and criteria described in more detail in the specific category application of the NOFA Guidelines. All funding recommendations for the various categories will be presented to the City Council for final approval.

A public hearing is tentatively scheduled for May 4, 2021 before the City Council for the final funding approval.

July 1, 2021 is the earliest that FY 2021-22 funding can be accessed provided a funding agreement has been executed between your agency/organization and the City after all HUD requirements have been met.

## **VII. Application Submission**

A. **Pre-submission Meeting: CDBG** Capital Improvement and HOME Housing Development applicants must contact Lisa Fitts at 510-747-6884 or by email at [lfitts@alamedaca.gov](mailto:lfitts@alamedaca.gov) to set up a meeting to discuss the details of the project scope and budget.

B. **Where to Submit:** Please submit your proposal electronically to [lfitts@alamedaca.gov](mailto:lfitts@alamedaca.gov) no later than **5:00 p.m. PST on Monday, March 8, 2021.**

The proposal should be submitted as a single .pdf file, with the subject line: *(Name of Organization) Response to RFP: CDBG Capital Improvement or HOME Housing Development*, whichever is applicable.

C. **Information and Assistance:** Staff is available to answer questions regarding the NOFA and submittal of the RFP. You may contact the following staff:

Lisa Fitts, Community Development Program Manager  
(510) 747-6884  
[lfitts@alamedaca.gov](mailto:lfitts@alamedaca.gov)

### **Application Deadline**

**Monday, March 8, 2021 at 5:00 p.m.**

## VIII. NOFA Schedule for the FY 2021-22 Action Plan

<b>January 28, 2021 7:00 p.m.</b>	<b>SOCIAL SERVICE HUMAN RELATIONS BOARD PUBLIC MEETING</b> Community stakeholders and citizens participate to identify priority needs for the Action Plan Needs Statement FY 2021-22 Meeting information is available at <a href="http://www.alamedaca.gov">www.alamedaca.gov</a>
<b>February 16, 2021 7:00 p.m.</b>	<b>CITY COUNCIL NEEDS PUBLIC HEARING</b> Community Needs Priorities for the Action Plan FY 2021-22
<b>February 23, 2021</b>	<b>CDBG &amp; HOME FY 2021-22 NOFA/RFP RELEASED</b>
<b>March 8, 2021</b>	<b>CDBG FY 2021-22 NOFA/RFP RESPONSES DUE</b>
<b>March 25, 2021 7:00 p.m.</b>	<b>MEETING OF THE SOCIAL SERVICE HUMAN RELATIONS BOARD</b> Propose social service agencies' funding levels for FY 2021-22 CDBG Action Plan.
<b>April 1, 2021 (approx.)</b>	<b>NOTICE OF PUBLIC HEARING</b> Public hearing notice published in Alameda Sun (newspaper of record). Copies of draft Action Plan published on the City web site. (Hard copies may be provided to City Clerk's Office and the Main Library, if open to the public.)
<b>April 1, 2021 (approx.)</b>	<b>FUNDING RECOMMENDATIONS PUBLISHED</b> Funding recommendations will be published on the City of Alameda website: <a href="http://www.alamedaca.gov">www.alamedaca.gov</a> .
<b>May 4, 2021 5:00 p.m.</b>	<b>WRITTEN COMMENTS DUE</b> Written comments on the published funding recommendations are invited and encouraged.  By email: <a href="mailto:lfitts@alamedaca.gov">lfitts@alamedaca.gov</a> By mail: City of Alameda Community Development Department Attn: Lisa Fitts 950 West Mall Square, 2 <sup>nd</sup> Floor Alameda, CA 94501
<b>May 4, 2021 7:00 p.m.</b>	<b>CITY COUNCIL PUBLIC HEARING</b> Adopt the Funding recommendations for the FY 2021-22 CDBG Action Plan.
<b>July 1, 2021</b>	<b>START OF PROGRAM YEAR</b>

## IX. Income Limits

All references to low-income in this document shall be based on the definition of 80 percent or lower of median income. HUD updates this income chart each year. The City will provide all sub-recipients with the most current data when it becomes available.

### 2020 INCOME LIMITS

<b>Persons in Household</b>	<b>Annual Income Extremely Low (30%)</b>	<b><u>HOME requirement</u> Annual Very Low Income (50%)</b>	<b><u>CDBG requirement</u> Annual Low Income (80%)</b>
<b>1</b>	\$ 27,450	\$ 45,700	\$ 73,100
<b>2</b>	\$ 31,350	\$ 52,200	\$ 83,550
<b>3</b>	\$ 35,250	\$ 58,750	\$ 94,000
<b>4</b>	\$ 39,150	\$ 65,250	\$ 104,400
<b>5</b>	\$ 42,300	\$ 70,500	\$ 112,800
<b>6</b>	\$ 45,450	\$ 75,700	\$ 121,150
<b>7</b>	\$ 48,550	\$ 80,950	\$ 129,500
<b>8</b>	\$ 51,700	\$ 86,150	\$ 137,850

Source: U.S. Department of Housing and Urban Development, (HUD) Data for Alameda County at <https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn>

## **X. Sample Certification for No Single Audit Requirement**

**(Please insert sample language onto your agency letterhead stationary)**

City of Alameda  
Community Development Department  
Attn: Lisa Fitts  
950 W. Mall Square  
Alameda, CA 94501

Dear Ms. Fitts:

This is to certify that as \_\_\_\_\_ (Designated Signer Title) for our agency. \_\_\_\_\_ (name of agency), we did not expend more than \$750,000 of federal funds from all federal sources during the fiscal year ending. As such, our independent financial audit submitted with this application was not required to comply with the single audit requirements set forth in 2 CFR Part 200.

\_\_\_\_\_  
Name (signature)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **PROVISIONS FOR PERSONS WITH DISABILITIES**

If any person with an interest in participating in the aforementioned federal program is a person with a disability as defined by Section 504 of the Rehabilitation Act of 1974 and requires an accommodation to participate or take interest, a request for accommodation may be made to Lisa Fitts at (510) 747-6884, (510) 522-7538 (TTY) or by email at [lfitts@alamedaca.gov](mailto:lfitts@alamedaca.gov). Such request shall include a description of the accommodation sought, along with a statement of the impairment that necessitates the accommodation. Any request for accommodation shall be reviewed and a response provided within five business days of receipt of such request. Notice of any accommodation granted will be promptly provided to the requester.

## **PROVISIONS FOR NON-ENGLISH SPEAKING RESIDENTS**

The City of Alameda has a network of employees speaking some 45 languages who can act as interpreters for residents seeking information regarding the aforementioned federal programs. If notified two business days in advance, the City will arrange to have an interpreter available. Please contact Lisa Fitts at (510) 747-6884 (Voice), 711 (TTY/TRS), or email [lfitts@alamedaca.gov](mailto:lfitts@alamedaca.gov).

## **NON-DISCRIMINATION POLICY**

The City of Alameda does not discriminate against any persons on the grounds of race, color, religion, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, marital status, familial status, source of income, genetic information, medical condition, physical disability or mental disability, or any other category protected by law.

